

COMPUTER PROGRAMMER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3140	Computer Programmer I	04	735	6 mo.	01/29/97
3141	Computer Programmer II	02	735	6 mo.	01/29/97
3142	Computer Programmer III	02	735	6 mo.	01/29/97
3143	Computer Programmer IV	02	735	6 mo.	01/29/97

Promotional Line: 187

Series Narrative

Employees in this series are involved in the development, modification, or revision of computer programs for electronic data processing.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Computer Programmer I **3140**

Employees at this level perform a variety of semi-technical functions involving the conversion of business, scientific, and/or engineering problems to operational routines and programs for computers and peripheral machines. The employees work under direct supervision from a designated supervisor.

A Computer Programmer I typically –

1. under close supervision of a designated Computer Programmer, participates in the analysis and definition of specific problems
2. assists in the establishment, modification, or revision of existing programs of a routine nature
3. assists in the preparation of common language routines and other such routines
4. assists in the preparation of routine block diagrams and machine detail flow charts
5. operates various machines for development of awareness of machine application and testing purposes
6. participates in the development of test media
7. performs other related duties as assigned

Level II: Computer Programmer II **3141**

Employees at this level assist in the review and analysis of detailed computer systems and in the preparation of the program instructions; they also participate in the preparation of block diagrams, machine logic flow charts, and test data. The employees work under direct supervision from a designated supervisor.

A Computer Programmer II typically –

1. reviews program requirements and writes programs for computers
2. follows through testing phases to ensure proper functions are accomplished
3. determines appropriate techniques to ensure maximum efficiency of computer utilization
4. determines and initiates proper language instructions
5. assists in determining desirable output and audit capability from input files
6. provides for minimal test data to ensure validity of the program
7. performs other related duties as assigned

Level III: Computer Programmer III**3142**

Employees at this level analyze and define detailed computer systems to develop programs for electronic data processing; conduct detailed analysis of all defined systems; develop all levels of block diagrams and machine logic flow charts; and evaluate existing programs to determine efficiency of testing procedures. The employees work under general supervision from a designated supervisor.

A Computer Programmer III typically –

1. reviews program requirements and develops all levels of block diagrams and machine logic flow charts
2. analyzes problems outlined by systems analysts to determine equipment capabilities
3. verifies program logic through test preparation
4. modifies existing programs to reflect changes in system requirements or equipment configuration
5. may provide technical assistance to lower level programmers
6. performs other related duties as assigned

Level IV: Computer Programmer IV**3143**

Employees at this level plan, direct, and review the operations of a complex computer programming section; establish standards of production and performance; and collaborate with other technical personnel in scheduling equipment analysis. The employees work under administrative supervision from a designated supervisor.

A Computer Programmer IV typically –

1. assigns, reviews, and coordinates all programming activities
2. establishes programming techniques and procedures for complex computer functions
3. advises systems analysts, production personnel, and management officials regarding computer capabilities
4. prepares studies on reports involving equipment usage, requirements, and modifications

5. maintains reference library and determines manuals to be used by programming personnel
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Computer Programmer I

3140

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) six months of experience in any phase of data processing
or
(B) completion of a six-month vocational training program in data processing
or
(C) one year of university education in data processing

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Computer Programmer II

3141

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) high school graduation (or equivalent) and two years of experience as a programming technician
or
(B) high school graduation (or equivalent) and two years of vocational training in data processing
or
(C) any combination of university education and vocational training in data processing consisting of no less than one year of each

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level III: Computer Programmer III**3142**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation (or equivalent) and four years of programming experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of and ability to operate computers
2. accuracy and speed in programming

Level IV: Computer Programmer IV**3143**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation (or equivalent) and six years of programming experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of and ability to operate computers
2. accuracy and speed in programming

Computer Programmer I.....	Edited
Computer Programmer II	Edited
Computer Programmer III	Edited
Computer Programmer IV	Edited